



Name: \_\_\_\_\_ FRC ID#: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Telephone #: \_\_\_\_\_ Email: \_\_\_\_\_

Semester of Appeal: \_\_\_\_\_

Please check the appeal(s) that apply to you:

**FINANCIAL AID SATISFACTORY ACADEMIC PROGRESS APPEAL:**  
If you received a notification stating you've been disqualified from receiving federal financial aid for not meeting satisfactory academic progress, check this box. Follow the instructions carefully as failure to do so will result in the appeal being denied. [Click here to review the Satisfactory Academic Progress Policy](#). **If you are submitting this appeal past the deadline you must also provide a Financial Aid Progress Report.**

*Federal regulations require a student to meet Satisfactory Academic Progress Standards which entails earning a minimum 2.0 cumulative grade point average and completing a minimum 67% of all course work attempted.*

**CALIFORNIA COLLEGE PROMISE GRANT (CCPG) APPEAL:**  
If you received a notification stating that you have lost your CCPG, check this box. Follow the instructions carefully as failure to do so will result in the appeal being denied. [Click here to review the CCPG policy](#).  
*The California College Promise Grant (CCPG), requires students to have a cumulative completion rate (progress) of 50% and a cumulative (academic) grade point average of 2.0 or higher to be eligible for the California College Promise Grant.*

**FRC PROMISE GRANT**  
If you received a notification stating that you have lost your FRC Promise Scholarship, check this box. Follow the instructions carefully as failure to do so will result in the appeal being denied. Click here to review the FRC Promise Scholarship Progress Policy & Requirements:  
<https://www.frc.edu/financialaid/frc-promise-scholarship-program>

**ACADEMIC DISMISSAL APPEAL:**  
If you received a notification stating that you have been placed on Academic Dismissal, check this box. Follow the instructions carefully as failure to do so will result in the appeal being denied.  
[See the FRC Catalog for the Dismissal and Readmission Policy](#).  
*A student is subject to dismissal if the student has earned a cumulative grade point average of less than 2.0 in all units attempted in each of three consecutive primary semesters (fall and spring). A student is subject to dismissal if the percentage of units in which the student has been enrolled for which entries of "W," "I," "NC," and "NP" are recorded in at least three consecutive primary semesters (fall and spring) reaches or exceeds fifty percent (50%).*



- 1) **In the box below**, please provide a detailed statement listing the reason(s) you experienced difficulty and did not pass your classes. Examples of legitimate difficulties are: illness or injury, family problems, inability to access support services, and/or change in financial status.

- 2) **In the box below**, please provide a detailed statement explaining what your plan is to improve your academic performance.

- 3) Please **attach** to this appeal the documents which apply to your situation (*as specified in #1*). ***Lack of relevant documentation will result in appeal denial.*** *Examples of documentation which might apply to your situation include:*
- Letter(s) from physician(s), hospital(s), or other health care professional(s), and receipts or bills identifying medical issue(s)
  - Letters from advisors, counselors, faculty, and other knowledgeable people who knew the difficulties you experienced
  - Letter from your employer verifying a change in work schedule and when it occurred
  - Any other documents, statements or receipts that show cause for academic problems
  - Death certificate or obituary of deceased family member
  - Verified accidents, illness, or other circumstances beyond your control
  - Changes in economic situation
  - Evidence of inability to obtain essential support services
  - Disability accommodations not received in a timely manner



- 4) Meet with your academic advisor/counselor to update your Student Education Plan (SEP). Attach a copy of your updated SEP. The advisor/counselor **must sign below.**

I hereby certify that I have met with the student and updated their Student Education Plan.

**Electronic and/or digital signatures are not valid. This worksheet must have a wet signature and date to be valid**

\_\_\_\_\_  
Academic Advisor/Counselor's Printed Name

\_\_\_\_\_  
Academic Advisor/Counselor's Signature

\_\_\_\_\_  
Date

### Certification and Signature:

I certify that all of information provided is complete and correct.

**Electronic and/or digital signatures are not valid. This worksheet must have a wet signature and date to be valid.**

\_\_\_\_\_  
Student's Printed Name

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
Date

### RETURN COMPLETED FORM AND SUPPORTING DOCUMENTATION TO:

FRC Financial Aid Office  
570 Golden Eagle Ave  
Quincy, CA 95971  
Fax: (530)283-4659  
E-mail: [financialaid@frc.edu](mailto:financialaid@frc.edu)

**\*\*\* OFFICIAL USE ONLY \*\*\***

Processed By: \_\_\_\_\_ Date: \_\_\_\_\_



**A. Student Information**

Student's Name: \_\_\_\_\_ FRC ID: \_\_\_\_\_

**B. Student Instructions:**

- 1) List all of your courses.
- 2) Take this form to each on-campus instructor during their posted office hours. For any online course(s), have your instructor(s) send an email to [financialaid@frc.edu](mailto:financialaid@frc.edu) including your name, FRC ID number, course name, **and** whether or not you are making progress (passing with a "C" average or better) in your class(es).
- 3) Return the completed form to the Financial Aid Office.

**C. Instructor Instructions:**

- 1) For on-campus instructors, please check the applicable box (passing *or* not passing), sign, date, and return the form to the student.
- 2) For online instructors, please send an email to [financialaid@frc.edu](mailto:financialaid@frc.edu) including the student's name, FRC ID number, course name, **and** whether or not the student is making progress (passing with a "C" average or better) in your class(es).

**D. Course Progress Report Info:**

Semester & Year: \_\_\_\_\_

Subject	Course #	Current Progress "C" average or better		Instructor Signature	Date Signed
		<input type="checkbox"/> Passing	<input type="checkbox"/> NOT Passing		
		<input type="checkbox"/> Passing	<input type="checkbox"/> NOT Passing		
		<input type="checkbox"/> Passing	<input type="checkbox"/> NOT Passing		
		<input type="checkbox"/> Passing	<input type="checkbox"/> NOT Passing		
		<input type="checkbox"/> Passing	<input type="checkbox"/> NOT Passing		
		<input type="checkbox"/> Passing	<input type="checkbox"/> NOT Passing		
		<input type="checkbox"/> Passing	<input type="checkbox"/> NOT Passing		
		<input type="checkbox"/> Passing	<input type="checkbox"/> NOT Passing		

**E. Certification and Signature** – Each person signing this worksheet certifies that all of the information reported on it is complete and correct. The student whose information was reported on the FAFSA must sign and date. Warning! If you purposely give false or misleading information you may be fined, sentenced to jail, or both.

Student Signature: \_\_\_\_\_ Date \_\_\_\_\_

**This worksheet must be signed and dated to be valid. Electronic and/or digital signatures are not valid.**